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16 AUG 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 13 August 1971

1. Visit to R&D by a Representative of the Navy Department: On 9 August, our Retirement Affairs Division officers were visited by Mrs. Sandra Nixon of the Personnel Programs Staff of the Naval Material Command. The Command is preparing to develop a pre-retirement preparation program. They had heard from various sources that CIA has a well-organized program and requested a briefing on how the Agency conducts its retirement planning activities. Our program was explained to Mrs. Nixon who will be responsible for developing a program for her organization. It was apparent, however, that she was primarily interested in the seminar approach since her organization does not have the staff to conduct counseling in the same manner in which we are able to counsel our employees.

2. Machine Print-Out of VIP Participation: We have received the first machine run of participants in VIP. This report, which will be printed each pay period, will show all basic information on each participant as well as the accumulative figures on dollar contributions and shares acquired for each participant. This initial run was somewhat skeletal in that the date on number of shares had not been included at this time. We had previously received a

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machine run on shares acquired; this will be "married" to the report just received to give total information on VIP participation.

25X1A 3. Special Recruitment for OSP: Professional recruiters from [REDACTED]

25X1A visited Headquarters last Thursday to receive briefings on special recruitment requirements of DDS&T/OSP (Systems Engineers). In addition, they met on Friday with the new Chief of the Career Training Program.

25X1A 4. Recruitment of Minority Groups: [REDACTED]

25X1A met with Civil Service Commission officials last week to discuss approaches to recruiting at Black colleges.

5. Field Classification Survey: Discussions were held with FE Branch Chiefs on the planned details of the field classification survey which starts in September. They were provided with copies of description formats and guides to assist them in drafting position descriptions.

6. Employee Activity Association: A limited number of tickets at special discount prices for the Shady Grove productions of "Coco" and "Fiddler on the Roof" are available at the EAA ticket office. Prices are \$3.10 per ticket for the following Sunday afternoon shows:

29 August	Coco
3 October	Fiddler on the Roof
10 October	Fiddler on the Roof

25X1A

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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